**PLC Roles and Responsibilities**

Facilitator

* **Before meeting:** sends reminder to PLC members re: date, time, necessary materials and roles for meeting
* **During meeting:** keeps PLC moving forward through the protocol.

Recorder

* **During meeting**: collects Teacher Instructional Action Plans and fills out PLC Documentation Form.
* **After meeting:** sends Teacher Instructional Action Plans and PLC Documentation Form to Shannon. ([Shannon.Warren@wwu.edu](mailto:Shannon.Warren@wwu.edu) or Shannon Warren, 516 High Street, Bellingham, WA 98225-9155.

Timekeeper

* **During meeting**: keeps group on time for each segment of the agenda.

Norm Monitor

* **During meeting:** observes how PLC members attend to group norms and reports to PLC at end of meeting.